

Information Technology (IT) Initiative Business Case Responses for BYs 2003 & 2004

Please type your responses in the white answer blocks provided and return the electronic copy of this document to Treva Lutes. Please do not modify the shaded rows of the table. These rows contain special codes that we will use to populate a database automatically.

1.0 General Background

1.1 Initiative Name

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1.2 Initiative Description

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1.3 Initiative Type

Business Process Support System	
Financial Management System	_____
Non-Financial Management System	_____
Program Delivery System	
Financial Management System	_____
Non-Financial Management System	_____
IT Infrastructure	_____
IT Services	_____
General Office Automation	_____

1.4 Contact Information

	Name	Principal Office	Phone Number
Project Manager			
Program Manager			
Project Sponsor			
Contracting Officer			
Contracting Officer's Representative			

2.0 Business Process

2.1 Business Process Support

☐ Grants
☐ Evaluation
☐ Research
☐ Information
☐ Dissemination
☐ Enforcement
☐ Resource
☐ Management &
 Administration
☐ Loans
☐ Other: _____

2.2 Business Problem or Opportunity and Causing Conditions

2.3 Existing Systems

2.4 Solution Impact

(If this is an implemented initiative with no enhancements, then address item (3) only)

2.5 Business Process Reengineering

(Applies only to New Business Process Support and Program Delivery Systems)

2.6 Mandatory Requirement

2.7 Consequence of Not Funding the Initiative

3.0 Strategic Alignment

3.1 OMB E-Government Initiative Alignment

- ☐ Consolidated Health Information
- ☐ Disaster Assistance and Crisis Response
- ☐ E-Authentication
- ☐ E-Grants
- ☐ E-Payroll/HR
- ☐ E-Training
- ☐ E-Travel
- ☐ E-Vital
- ☐ Electronic Records Management
- ☐ Eligibility Assistance Online
- ☐ Expanding Electronic Tax Products for Businesses
- ☐ EZ Tax Filing
- ☐ Federal Asset Sales
- ☐ Federal Enterprise Architecture
- ☐ Geospatial Information One Stop
- ☐ Integrated Acquisition Environment
- ☐ Integrated Human Resources/e-Clearance
- ☐ International Trade Process Streamlining
- ☐ One Stop Business Compliance Information
- ☐ Online Access for Loans
- ☐ Online Rulemaking Management
- ☐ Recreation One Stop
- ☐ Recruitment One Stop
- ☐ USA Services
- ☐ Wireless Public Safety Interoperable Communications – Project SAFECOM
- ☐ None of the Above

3.2 Mission Alignment

- Goal 1: Create a Culture of Achievement

- ☐ Objective 1.1 Link federal education funding to accountability for results.
- ☐ Objective 1.2 Increase flexibility and local control.
- ☐ Objective 1.3 Increase information and options for parents.
- ☐ Objective 1.4 Encourage the use of scientifically based methods within federal education programs.

- Goal 2: Improve Student Achievement

- ☐ Objective 2.1 Ensure that all students read at grade level by the third grade.
- ☐ Objective 2.2 Improve math and science for all students.
- ☐ Objective 2.3 Improve the performance of all high school students.
- ☐ Objective 2.4 Improve teacher and principal quality.

- Goal 3: Develop Safe Schools and Strong Character

- ☐ Objective 3.1 Ensure that our nation's schools are safe and drug-free and that students are free of alcohol, tobacco, and other drugs.
- ☐ Objective 3.2 Promote strong character and citizenship among our nation's youth.

- Goal 4: Transform Education into an Evidence-Based Field

- ☐ Objective 4.1 Raise the quality of research funded or conducted by the Department.
- ☐ Objective 4.2 Increase the relevance of our research in order to meet the needs of our customers.

- Goal 5: Enhance the Quality of and Access to Postsecondary & Adult Education

- ☐ Objective 5.1 Reduce the gaps in college access and completion among student populations differing by race/ethnicity, socioeconomic status, and disability while increasing the educational attainment of all.
- ☐ Objective 5.2 Strengthen accountability of postsecondary institutions.
- ☐ Objective 5.3 Establish effective funding mechanisms for postsecondary education.
- ☐ Objective 5.4 Strengthen Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal College and Universities.
- ☐ Objective 5.5 Enhance the literacy skills of American adults.

- Goal 6: Establish Management Excellence

- ☐ Objective 6.1 Develop and maintain financial integrity and management and internal controls.
- ☐ Objective 6.2 Improve the strategic management of the Department's human capital.
- ☐ Objective 6.3 Manage information technology resources, using e-gov, to improve service for our customers and partners.
- ☐ Objective 6.4 Modernize the Student Financial Assistance programs and reduce their high-risk status.
- ☐ Objective 6.5 Achieve budget and performance integration to link funding decisions to results.
- ☐ Objective 6.6 Leverage the contributions of community-and faith-based organizations to increase the effectiveness of Department programs.
- ☐ Objective 6.7 By becoming a high performance, customer-focused organization, earn the President's Quality Award.

☐ **None of the Above**

3.3 Strategic Plan Strategies Supported

3.4 Quality Indicators
4.0 Technology Initiative
4.1 Initiation Date
4.2 Initiative Deployment / Implementation Date
4.3 Initiative Phase
<div style="margin-left: 20px;"> <input type="checkbox"/> Under Development <input type="checkbox"/> Maintenance Only <input type="checkbox"/> Maintenance with Enhancements </div>
4.4 Initiative Scope
4.5 Assumptions, Constraints, and Dependencies
4.6 Outstanding Issues
4.7 Benefits

4.8 Crosscutting Initiative

- ☐ Entire Department
- ☐ Office for Civil Rights
- ☐ Office of Educational Research and Improvement
- ☐ Office of Elementary and Secondary Education
- ☐ Office of English Language Acquisition
- ☐ Office of Postsecondary Education
- ☐ Office of Special Educational and Rehabilitation Services
- ☐ Federal Student Aid
- ☐ Office of Vocational and Adult Education
- ☐ Office of the Chief Financial Officer
- ☐ Office of the Chief Information Officer
- ☐ Office of the General Counsel
- ☐ Office of Inspector General
- ☐ Office of Intergovernmental and Interagency Affairs
- ☐ Office of Legislation and Congressional Affairs
- ☐ Office of Management
- ☐ Office of Public Affairs
- ☐ Entities outside of the Department

4.9 Audit Finding

4.10 Alternatives Analysis

(This Applies Only To Initiatives Under Development or Being Implemented.)

Alternatives	Description	Total Life Cycle Costs	Benefits	Drawbacks
Alternative 1 (Selected Alternative)				
Alternative 2				
Alternative 3				
Alternative 4				

5.0 Enterprise Architecture

5.1 Use of COTS/GOTS

Percentage of COTS/GOTS Components:

- ☐ 0 - 25%
- ☐ 26 - 50%
- ☐ 51 - 75%
- ☐ 76 - 100%
- ☐ Not Applicable

5.2 Consistency with Product Support Plan

(Please refer to Appendix A to identify supported products and indicate non-supported products below)

5.3 Section 508 Compliance (Accessibility)
5.4 Government Paperwork Elimination Act (GPEA) (Business Process Support and Program Delivery Systems only)
5.5 Information Management (Business Process Support and Program Delivery Systems only)
5.6 Privacy
5.7 Security (This question applies if the initiative meets the definition of major application or general support system as defined in OMB Circular A-130.)
Part 1 – a. (Please enter a date in the form of MM/DD/YYYY or N/C)
Part 1 – b. (Please enter a date in the form of MM/DD/YYYY or N/A)
Part 1 – c.

Part 2 – a. (Please enter a date in the form of MM/DD/YYYY or N/C)
Part 2 – b. (Please enter a date in the form of MM/DD/YYYY or N/A)
Part 2 – c.
Part 3 – a. (Please enter a date in the form of MM/DD/YYYY or N/C)
Part 3 – b. (Please enter a date in the form of MM/DD/YYYY or N/A)
Part 3 – c.
Part 4 – a. (Please enter a date in the form of MM/DD/YYYY or N/C)
Part 4 – b. (Please enter a date in the form of MM/DD/YYYY or N/A)
Part 4 – c.
Part 5 – a. (Please enter a date in the form of MM/DD/YYYY or N/C)
Part 5 – b. (Please enter a date in the form of MM/DD/YYYY or N/A)
Part 5 – c.
Part 6 – a. (Please enter a date in the form of MM/DD/YYYY or N/C)
Part 6 – b. (Please enter a date in the form of MM/DD/YYYY or N/A)

Part 6 – c.

6.0 Risk and Project Management

6.1 Risk Management

Risk Category	Risk Description	Risk Probability	Risk Impact	Management Strategy
Strategic				
Organizational/Change Management				
Project Resources (Financial, Personnel, etc.)				
Project Management				
Business				
Data/Information				
Application				
Technology/Infrastructure				
Security				
Privacy				

6.2 Operational Performance Measures

6.3 General Acquisition Strategy

APPENDIX A

Hardware

Personal Computers

Primary Support

___ Compaq Professional Pentium II (266 MHz or faster), minimum 64 MB of RAM, 3.0 GB of Hard Drive available for OCIO configuration

___ Professional Dell Pentium II (266 MHz or faster), minimum 64 MB of RAM, 3.0 GB of Hard Drive available for OCIO configuration

Secondary Support

___ As defined in OCIO non-standard workstation policy

Laptops

Primary Support

___ Dell Pentium II (266 MHz or faster), minimum 64 MB of RAM, 3.0 GB of Hard Drive available for OCIO configuration

___ Toshiba Pentium II (266 MHz or faster), minimum 64 MB of RAM, 3.0 GB of Hard Drive available for OCIO configuration

Secondary Support

___ As defined in OCIO non-standard workstation policy

Printers

Primary Support

___ HP LaserJet 5 and newer

Secondary Support

___ HP LaserJet 4

Monitors

Primary Support

___ 17-inch or larger, capable of 1024x768 resolution

Personal Digital Assistants (PDA)

Primary Support

___ Blackberry RIM 957

___ Blackberry RIM 950

Secondary Support

___ IntelliSync

___ Microsoft ActiveSync 3.1 or newer

Software

Client Operating Systems

Primary Support

___ Windows 2000 Professional Service Pack (SP)2

Secondary Support

___ As defined in OCIO non-standard workstation policy

Office Suites

Primary Support

___ Office 2000 Service Release (SR) 1A with Word 2000, Excel 2000, PowerPoint 2000, Access 2000

Anti-Virus Software

Primary Support

___ Norton AntiVirus 2000 Corporate Edition 7.5

Communications

Primary Support
___ Citrix ICA
Secondary Support
___ Citrix Winframe

Terminal Emulation Software

Primary Support
___ Attachmate 6.5

Database Clients

Primary Support
___ Oracle 8.1.7 Client
___ Microstrategy 7

Electronic Mail Software

Primary Support
___ Outlook 2000

Internet Browsers

Primary Support
___ Internet Explorer 5.5 SP1 (128-bit encryption)
Secondary Support
___ Netscape 4.x

Helper Plug-Ins

Primary Support
___ Adobe Acrobat Reader 5.0 and newer
___ RealPlayer 8.0 Intranet

Project Management Software

Primary Support
___ Microsoft Project 2000
___ TeamMate 2000

Web/Desktop Publishing Software

Secondary Support
___ Adobe Illustrator 7.0
___ Adobe PageMaker 6.5 and newer
___ Adobe Photoshop 5.0
___ Interwoven LaunchPad
___ Macromedia Dreamweaver 2.0 and newer
___ Macromedia Fireworks 2.0 and newer
___ Macromedia FreeHand 7.0
___ Macromedia HomeSite 4.0
___ NetViz 4.0
___ Publisher 2000

Groupware

Secondary Support
___ Lotus Notes Client (all versions)

Assistive Technology Software

Primary Support

- ___ Aladdin Genie CCTV
- ___ Dragon Systems NaturallySpeaking 4.0 and newer
- ___ Freedom Scientific JAWS for Windows 3.7
- ___ Gus Word Prediction
- ___ IBM Homepage Reader 2.5 and newer
- ___ NexCom 300 TTY modem, which requires an ISA slot
- ___ NexTalk/NTS, NXI Communications NTS 3.41 and newer
- ___ ZoomText Xtra Level 2 7.04 and newer

Secondary Support

- ___ NXI Communications NexTalk for Windows
- ___ WinTalk modem

Principal Office-Specialized Applications

Primary Support

- ___ ARCHIBUS/FM-10
- ___ CARS
- ___ CCM Plus
- ___ CMIS
- ___ DACS
- ___ EDCAPS
- ___ EDICS
- ___ Folio Builder 4.2
- ___ Folio Views 4.2
- ___ HEATWEB 3.11
- ___ IAS
- ___ Method/1 GuideVersion 11
- ___ Monarch Professional 5.02
- ___ Ombusman Case Tracking System 2.0
- ___ Peer Review System
- ___ TRAINS

Secondary Support

- ___ CMTS
- ___ DLOS
- ___ Folio Views 3.11
- ___ GAPS
- ___ GPAS
- ___ IEFARS
- ___ OCR Electronic Library
- ___ OSERS Quick
- ___ PC Travel Drop Box
- ___ PEPS
- ___ PFIE
- ___ Response Phone System
- ___ SACONS
- ___ Total Access Agent

Network Operating Systems and Enterprise Software

Primary Support

- ___ Cisco IOS 12.1(5) (Router)
- ___ Cisco IOS 6.1(2) and newer (Switch)
- ___ Microsoft Exchange 5.5 SP4
- ___ Microsoft SMS 2.0 SP3
- ___ Microsoft NT Server 4.0 SP6a
- ___ Microsoft Windows 2000 Server SP2
- ___ Netscape Compass Server 3.0 (SPARC)
- ___ Netscape Enterprise Server 3.51 (SPARC)
- ___ Oracle 8.1.7

- ___ Raptor Firewall with PowerVPN Version 6.5
- ___ Solaris 2.6 (SPARC)
- ___ SQL Server 7.0 SP5
- ___ SQL Server 2000 SP1
- ___ Terminal Server 4.0 SP6a

Secondary Support

- ___ All versions of Linux
- ___ All versions of Lotus Notes
- ___ Microsoft Internet Information Server 4.0 and newer
- ___ SQL Server 6.5